

**Asset Inventory** - All ADOT capital or capitalized equipment (as defined by ADOT's Policy and Procedures) must be inventoried and tracked. This process is coordinated for TPD and managed by the Administrative Section.

**Process:** All Section Managers are responsible for the equipment assigned to their section. Every year there is an annual inventory that is initiated by ADOT's Fixed Asset Section. In TPD, the Accounting Tech. III, coordinates the annual inventory activity. Each TPD section is given an inventory of their equipment and given instructions by the Accounting Tech. III for completion. The Accounting Tech. III, sets a deadline for completion, reviews all section inventories and clears up any questions that have surfaced. The Accounting Tech. III, forwards the completed inventory to ADOT's Fixed Asset Section. In addition, during the normal course of business, when equipment is purchased, the Accounting Tech. III, assures that all state asset numbers are placed on the newly purchased equipment, has the supervisor sign the fixed asset sheet. [ADOT FIN-11.02](#)

**Audit Information-** The Administrative Section tracks the receipt of the required single audit reports from the MPO's and COGs and keeps copies on file for Division use. The Administrative Section can also order an Ad Hoc audit or review of financial activity on a project and work with ADOT's Audit and Analysis section. The Administrative Section also performs mini-audits of purchase order/consultant projects when needed.

**Process:** TPD employee works with TPD Accountant III or Administrative Manager directly to request copies of Audits, the initiation of a review or formal audit, or a mini-review of project history.

**BTS Completion and Amendments-** Every two weeks payroll exceptions are entered into the Time and Attendance system for the TPD employees.

**Process:** The BTS (Bi-Weekly Time Sheets) are collected from each TPD section, checked for completeness and entered into the Time and Attendance System by the Administrative Assistant. When a discrepancy in the time keeping comes to the section manager's attention, an amendment form will be completed and turned into the Administrative Assistant for entry. [ADOT FIN-10.05](#)

**Budget Updates-** The Administrative Section provides budget and financial history for TPD program and projects.

**Process:** The Accountant III provides monthly status reports on the majority of TPD projects. Ad Hoc specialized reports can be requested any time they are needed. These requests should be made thru the Accountant III. The financial staff of the Administrative section can review these reports with TPD staff.

**Computer Access (set up)** – The Admin. Section is responsible for preparing and processing the necessary paperwork for TPD employee's requiring computer access, canceling access, etc.

**Process:** Employee requiring computer access makes request to appropriate Admin. Section coordinator for desired access. Coordinator completes necessary forms returns to employee/supervisor for signature. Coordinator forwards completed forms to ADOT Computer Security Office for final processing.

**Conference Room Reservations** – The Admin. Section is responsible for the scheduling of meetings for the TPD Conference Room as requested. A manual calendar, as well as an electronic calendar, is maintained. A daily agenda of Conference Room activity is posted outside of the TPD Conference Room.

**Process:** Requestor contacts Conference Room coordinator to make meeting reservations or personally reviews the manual calendar for availability and makes notations, etc., as well as making coordinator aware of additions/cancellations.

**Consultant and Vendor Payments** – Consultant and Vendor payments are processed for payment through the Administrative Section of TPD.

**Process:** When a Project Manager receives an invoice from a consultant or vendor, he/she reviews it for reasonableness and writes the word “approved”, dates and initials it. The invoice is then given to the Accountant III for payment. The Project Manager submits any supporting documentation to the Accountant III along with the invoice.

**Contract/Non-Contract Procurement** – All TPD purchases need to be run through TPD’s Administrative Section to determine if the good or service is on contract. Sometimes, it is not to the State’s advantage to purchase an item from the contracted vendor/consultant. These rare situations need to be run by the Administrative Manager before any purchase is made.

**Process:** The employee brings their request for purchase, either through a work request, or if they know that they need to go off contract, directly to the Administrative Manager. The employee and the Administrative Manager will discuss the issues regarding the purchase. If reasonable, the Administrative Manager will obtain approval from Procurement to purchase “off” contract.

**Procurement Quotes** – a Project Manager may obtain their own quotes (following procurement guidelines) or request administrative staff to obtain the quotes for them.

**Process:** If utilizing the Administrative Section to obtain quotes, a TPD employee must fill out (either electronically or hard copy) a work request form. This form will include funding information, requestor information and all information necessary for the administrative staff to obtain the best, accurate quotes for the proper goods/services. TPD’s Administrative Assistant (in Administrative Section) will obtain quotes, following ADOT’s policy by fax, phone, or memo.

**Crypto Card Access** – For telecommuting purposes, employees are able to connect to ADOT computer system from their home computer.

**Process:** Upon request of employee that has been authorized to telecommute. Employee is required to complete a form requesting a crypto card. Help desk is contacted to generate a Heat Ticket. Data Security then notifies us to pick up card at the 48<sup>th</sup> Street office. [ADOT MGT-8.08](#)

**Direct Hotel Billing-** If a traveler wishes they may (with their supervisor’s approval) make use of the In-State lodging vendors who have agreed to bill ADOT for lodging.

**Process:** Telephone the Administrative Assistant, or a work request form (either electronic or hard copy) is filled out with: the name(s) of traveler(s), # of nights and dates of stay and the Hotel name and City. The Administrative Assistant will prepare a PO and relate the number to the requester. The PO number is written on the “Direct Bill Authorization” form and given to the hotel at check in. The traveler makes their own lodging reservations. A Direct Bill Hotel list and Authorization form is maintained on the intranet.

**Division Record Retention** – Storage of old records at state record retention facility.  
**Process:** Individual requests to have old files stored at state retention facility. We make a request to the appropriate record retention staff for storage of old files. Make arrangements to have picked up or take there. [ADOT MGT-9.09](#) (File size: 10.4 MB)

**Employee Benefits Info.** – Admin. Staff is responsible for processing employee benefit paperwork. Also, informing TPD employees of Insurance Open Enrollment information.

**Process:** We send reminder emails to all TPD employees reminding them of deadlines, etc. Employees submit their benefit paperwork to us, we make copies for their personnel file and forward to the Personnel office.

**Equipment Check-Out Mgmt. & Info.** – The Admin. Section is responsible for maintaining the Equipment Check-Out Log of TPD equipment.

**Process:** Employee checks with Admin. Section to check if desired equipment is available for use. If so, employee follows procedure for checking out and return of equipment.

**Federal Match Requirement** – Most federal funding requires match. Depending on funding type and use, the percentage of match required varies. When federal funds are given to other ADOT or non-ADOT entities, TPD requires, for the most part, that the matching requirement be met by those entities.

**Process:** Match ratios can be found in TPD's annual SPR program manual. They are also placed on the individual Federal authorization forms. These documents are housed in the Administrative Section. If funding is given to another ADOT or to outside entities through an JPA, TPD's Administrative Manager will provide the match commitment forms, to the appropriate parties. This information needs to be conveyed to the Administrative Manager early on in the process by the project manager.

**Financial Analysis-** Many TPD programs and projects span several years, are funded by multiple funding sources and can become confusing. The financial staff of the Administrative Section can create specialized reports and perform financial analysis for these activities.

**Process:** In order to get help analyzing the financial aspect/history of a program or project, a TPD employee must contact the Accountant III or Administrative Manager and request help. A project/program history will be designed and pulled from the ADOT Advantage system, along with appropriate paper files. This information will be analyzed and the findings presented to the original requestor.

**Front Desk Reception Activities-** The front desk is the point of contact for the TPD Division.

**Process:** The Administrative Assistant will provide assistance to telephone and walk in internal and outside customers.

**Funding Information-** TPD activities are funded in various ways, with numerous funding sources. Each source requires different eligibility criteria, match ratios etc. The TPD Administrative Staff can provide funding information, explain the requirements, and ensure that projects are set up and paid out correctly according to eligibility factors and match criteria.

**Process:** If a TPD employee wishes to review general funding requirements, or discuss specific project related funding issues, he/she should contact the Accountant III or the Administrative Manager with their questions. Copies of funding authorizations, Codes of Federal Regulations and other resources are housed in the Administrative Section.

**Hiring Temporary Staff** - At times it may become necessary or desirable to hire a temporary staff person. The Administrative Section staff can assist in finding a suitable hire from the State contracted temp agencies.

**Process:** The TPD Section Manager should bring the request to the attention of the TPD Administrative Manager. A work request form (either electronic or hard copy) is filled out with the funding, requestor, and all necessary information for the Administrative Assistant to make a temp staff request of the temp agencies. The Section Manager will review the available temp staff selections and a PO will be created based upon the selection made.

**Joint Project Agreements** - When it is determined that an activity/project will be most successful when accomplished or managed by TPD and another entity (Municipal, private, State agency etc.) a joint project agreement (JPA) is developed between TPD and the other entity.

**Process:** The TPD project manager will complete a “request for joint project agreement” form and bring it along with the project Scope of Work to TPD’s Administrative Manager. Both parties will discuss the request form and any other issues relating to the joint project. TPD’s Administrative Manager will have a draft JPA developed and have it reviewed by both entities specified in the JPA. The Administrative Manager will follow the JPA policy and procedure and have it processed thru completion. [ADOT MGT-14.01](#)

**Large Facsimiles-** The Administrative Assistant can help with large FAX requests.

**Process:** A work request form (either electronic or hard copy) is filled out with the necessary information.

**Large Mailings-** The Administrative Assistant can help with large mailings.

**Process:** A work request form (either electronic or hard copy) is filled out with the necessary information.

**Liaison to Financial Management Services** – Whether it be to resolve an issue with Accounts Payable, Project Funding/Control, check on an inventory problem, work with a payroll problem, TPD’s Administrative Section will be the liaison and work with all areas of ADOT’s Financial Management Services.

**Process:** TPD’s Administrative Section is in constant contact with the Financial Management Services (FMS) section of ADOT. The areas in FMS are: General Ledger, Asset Management, The Controllers Office, the Budget Office; Cost accounting, Project Control, Project Funding, The Final Voucher section, Accounts Receivable, Transit Grant Accounting, Fiscal Services, Revenue, etc. When a problem occurs in one of these areas, or if information is needed from one of these areas, the TPD Administrative Manager, or Accountant III should be notified.

**Liaison to Procurement/ECS** - Often purchases and contracting issues can become drawn out and convoluted. TPD’s Administrative Staff works these issues with Procurement/ECS to ensure a successful outcome.

**Process:** All procurement initiation should come through the Administrative Section. When a procurement is being worked, ADOT’s Procurement section and ECS sometimes contacts the project manager directly, and the project manager becomes aware that things are not going well. When that occurs, they need to contact TPD’s Administrative Manager, relate the details of what has transpired. The TPD Administrative Manager or staff will contact Procurement or ECS and work to resolve the issue.

**Mandatory Training** – The Admin. Section is responsible for keeping employees informed of mandatory training requirements

**Process:** Admin. Section provides employees with training profile listing items that have been met and items that need to be renewed. Request that employee sign up for necessary training. If requested, Admin. Staff will process employee's training request.

[ADOT PER-15.06](#)

**Motor Pool Use Tracking** - It is the desire of TPD Management that all costs associated with a project be tied to that project through the Advantage System as well as in the Project paper files. Therefore, the Administrative Section tracks the motor pool charges and assures that these charges are captured properly in the Advantage system and maintained in the proper project file.

**Process:** When a TPD employee rents a motor pool vehicle, he/she completes the motor pool form and uses the proper org/project charge information for completion of the form. The employee brings a copy of that form to TPD's Accountant III for processing. [ADOT SUP-6.04](#)

**On-Call Consultant Process-** TPD along with ADOT's Procurement Group has developed a listing of consultants qualified to do Transportation Planning and Research work. This list contains consultants that can be brought on board quickly, without going through a formal bid process. A listing of the on-call consultants is filed in the Administrative Section. The process of initiating a purchase order, or other procurement document to hire an on call consultant is started with the Administrative Section.

**Process:** TPD employee either utilizes the electronic TPD work request form by clicking on their desktop icon to fill out work request, or fills out hard-copy paper form located at TPD front reception desk to initiate on-call consultant process. The form is completed as thoroughly as possible, providing funding information, name of consultant/consultants to be notified, due date, requestor information etc. The electronic form will automatically be logged in the Administrative Assistant's work log. A copy of the form whether printed electronically or if utilizing the paper form, will be delivered (along with any supporting documentation (Scope of work, quotes etc.) and placed in the Administrative Assistant's work basket. At the same time, the Scope of work will be electronically sent to the Administrative Assistant for processing.

**Petty Cash** - Petty cash is available for emergency purchases \$50.00 or under. See ADOT policy # for details of what expenditures are eligible for petty cash.

**Process:** An employee desiring an emergency purchase of an item costing \$50.00 or less must obtain approval from their immediate supervisor prior to petty cash expenditure. The employee makes the purchase, and obtains a receipt showing date of purchase, amt. of purchase, description of item purchased, and name of store where item was purchased. The employee brings the proof of supervisor approval (memo, note, etc.) along with the store receipt and funding information to TPD's Accountant Tech. III for reimbursement of expenditure.

If the employee needs a petty cash advance, he/she must obtain immediate supervisor written approval, verbal estimate of expenditure and funding information. This information is provided to the Accountant Tech. III. A Petty Cash reimbursement form is completed and the cash is given to the TPD employee. Once the purchase is made, the receipt and any change is returned to the Accountant Tech. III, and the Petty Cash reimbursement form is adjusted. [ADOT FIN-4.09](#) (File size: 2.22 MB)



**Project Funding Set-up** – When a project is initiated and funding levels determined or when a project's funding needs to be adjustment/corrected, The Administrative Staff takes the steps necessary to set them up in the Advantage System, and complete the proper forms.

**Process:** The Project Manager, either when project funding is initiated or needs to be corrected, comes to the TPD Administrative Manager to discuss how a project's funding is to be set up. Through the discussion between the Project Manager and the Administrative Manager, the Administrative Manager determines which forms to be completed, what information needs to be provided on the forms, if new provider codes need to be established for the electronic system etc. The TPD Administrative Manager will work with ADOT's Financial Management Services Section to have information set up correctly in the Advantage System.

**Project Number Set Up-** Some activities/projects need separate, unique project #'s, when that is the case, the Administrative Section can assist in the set up of the project #'s.

**Process:** When considering creating a new project #, discussion should take place between the project manager and the TPD Administrative Manager. Once it is determined that a new project # is required, the Administrative Manager will have the proper forms (Project Master, and Project Participation) prepared and forwarded to the proper area within the Financial Management Services section of ADOT.

**Report Binding-** The Administrative Assistant can help with report binding requests.

**Process:** A work request form (either electronic or hard copy) is filled out with the necessary information.

**Request Services Electronically-** TPD staff can request services electronically through the TPD Work Request database and the Joint Project Agreement (JPA) database.

**Process:** Shortcuts to these two databases can be added to your desktop. Then simply complete the appropriate form electronically. The completion of the form then populates the information into the appropriate database for processing. If you need shortcuts added to your desktop, please contact Lisa Pendrick at (602) 712-8243.

**Supplies (ordering and inventory)** - It is necessary to maintain an adequate amount and variety of office supplies for use by TPD staff.

**Process:** The Administrative Assistant routinely checks the inventory levels and prepares a replacement order as needed. It is helpful for TPD staff to notify the Administrative Assistant if using the last of an item. If a specialty order is required a work request form (either electronic or hard copy) is filled out with the necessary information for the Administrative Assistant to place the order.

**Travel Arrangements-** The Administrative Assistant can help with making travel arrangements i.e.: hotel and air reservations and conference or class registration.

**Process:** A work request form (either electronic or hard copy) is filled out with the necessary information and attached to the proper travel authorization forms.

**Travel Vouchers** – The Admin Section is responsible for the processing of employee travel vouchers for in/state and out/state travel.

**Process:** Upon return of travel status employee completes an in/state or out/state travel voucher, obtains supervisor signature and turns in to Admin. Section for review and processing to the payroll office. [ADOT FIN-6.02 DOA](#)

**Typing-** The Administrative Assistant can help with typing requests.

**Process:** A work request form (either electronic or hard copy) is filled out with the necessary information.

**Vendor Set-Up** – Before a vendor or consultant can be hired or paid, they must be set-up in the Advantage System. That set-up is coordinated by the Administrative Staff.

**Process:** When an employee knows or is notified that a vendor or consultant has never been used by ADOT and is not in the ADOT system, they notify the Administrative Sections Administrative Assistant. The Administrative Assistant mails or faxes the vendor-set up forms, along with instructions to the appropriate vendor or consultant. The vendor/consultant returns forms to ADOT's Procurement Section. TPD's Administrative Assistant checks Advantage consistently to ascertain if the forms have been returned by the vendor/consultant and that the information has been entered into the Advantage System. Once the information is in the system, the Administrative Assistant notifies the original TPD requestor and the procurement process continues.

**Video\* and Teleconferencing Set Up-** When a video\* or teleconference meeting is desired the TPD staff can assist in setting up the teleconference line.

**Process:** A work request form (either electronic or hard copy) is filled out with the necessary information. The Administrative Assistant will make the necessary arrangements that will best create the teleconference environment.

*\*TPD does not have Video Teleconference equipment but may be able to make arrangements through the State Engineer's Office if needed.*

**Word Processing** – The Admin Section is responsible for providing clerical support to all sections of TPD as required. This includes typing of correspondence, reports, labels, etc.

**Process:** Employee requiring this type of clerical assistance completes a work order form, regular or rush request, prints up copy of the work request and attaches any pertinent info/material for the request and places in work basket located on counter at Admin. Assistant Desk.